

**Middletown Board of Education
Communications Committee Meeting Minutes
October 21, 2015 4:15 PM Board Room (Room 1)**

1. Review June 17 minutes – The September meeting was cancelled.
2. Brochure Update – Claudia Kehrhahn did not attend the meeting.
3. Communication Uniformity – The first brochure for the district went through the review process. Claudia offered suggestions. The Middletown M is being used correctly.
4. Goals for 15-16
 - a. Website hosting – contract is through January for FinaleSite. We will switch over the summer. We had a 5 year contract with 60% reimbursement through E-rate. It was an additional \$15,000. Companies being considered are SchoolMessenger and School Point. Mike is looking for department pages in the future. Teacher websites are not as necessary since Google Docs are being used. Google Classroom – similar to a Facebook group. This automatically feeds into student files. It is an easy interface to integrate pictures, documents, videos. It includes grading forms for teachers. We are asking to be included the transfer of data as part of the price. Store and manage policies Pictures on the mainpage vs text. What style do we want?
 - b. Spanish translation – may be possible through the website and through Google Docs
 - c. Board Meetings – location best to remain at a central location. Consider moving meeting to a new location, i.e. the high school lecture hall, auditorium on the floor, WWMS auditorium.
 - d. Middletown Facebook page – need a person to post to the Face Book acct. Mike knows a person who might do an extra ½ hour per day.
 - e. Input from new chairman
5. Adjourn 4:55